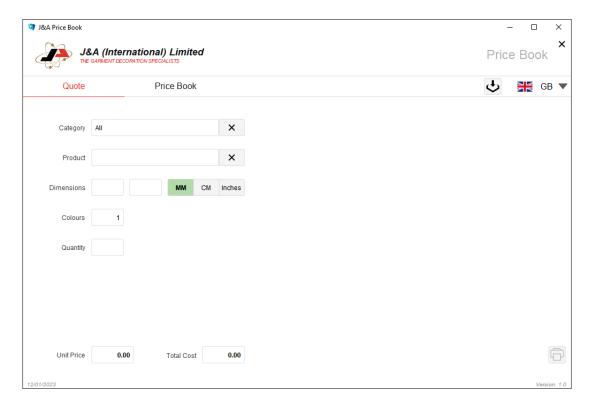
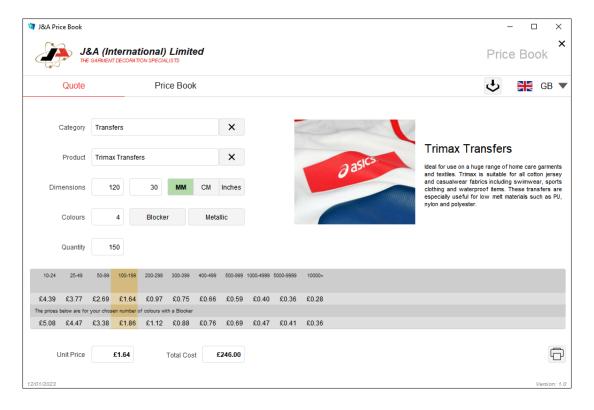
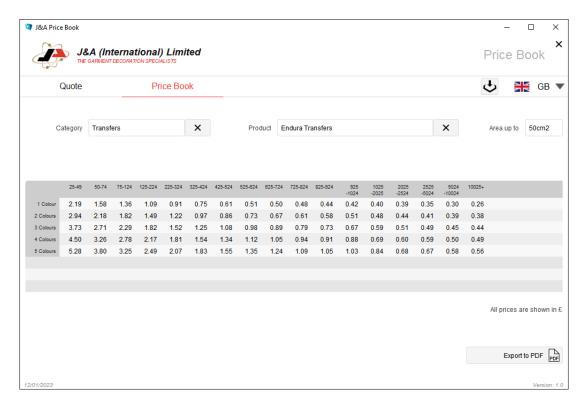
J&A Price Book Application - User Guide



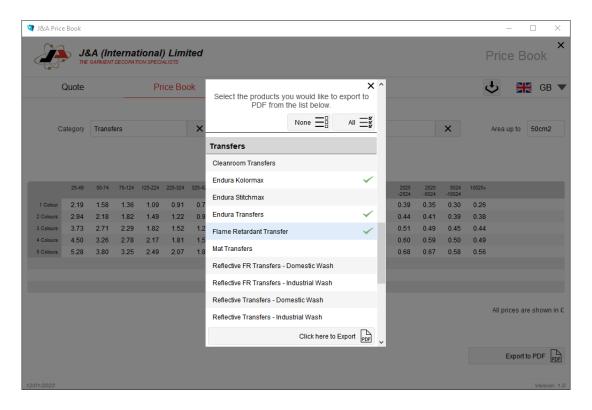
The initial screen (**Quote**) allows you to obtain a quote by first choosing a Category and then a Product. Once you have chosen the appropriate product, you can enter the Dimensions in mm, cm or inches, followed by the number of Colours (where applicable) and a Quantity. Some products will also have options such as Blocker, Metallic Colours or Overlocking which you can select or deselect as required. Once you have filled out all of the relevant information you will be shown a unit price and a total cost based on your specified quantity. Once you have a valid price, the printer icon is available in the bottom-right of the screen to allow you to print a hard copy (or to print to a PDF if your computer has that facility).



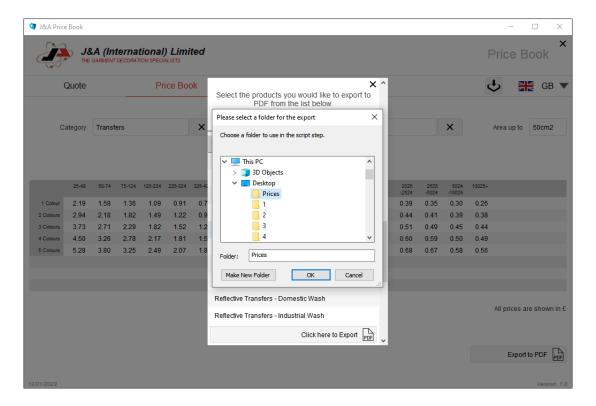
The other screen (**Price Book**) is where you can see the entire price grid for a particular product and size category. First, select a Category and then a Product from the boxes at the top of the screen. You can then click into the Area box to choose a size category. Once these three options have been completed, the price grid will be shown.



If you would like to export a price list to your computer as a PDF file, you can do so by clicking on the "Export to PDF" button in the bottom-right of the screen. This will bring up a list of products that you can export a price list for. If you want a price list for just one or a few of the products, then you can click on each product in the list separately and a green tick will be shown next to them. If you would like to export a price list for all of your products, simply click the "All" button at the top of the popup window and a tick will appear next to every product. When you have the correct products ticked, click the "Click here to Export PDF" button at the bottom.



In the next popup window, you will be asked to choose a folder to save the price lists into.



As a separate PDF document is generated for each product (so if you have ticked 10 different products, you will get 10 different PDF files) it is recommended that you create a folder to save the price lists into. If you click on "Desktop" in this popup window and then click the "Make New Folder" button, it will create a new folder on your Desktop. This is usually called "New folder" by default. If you want to rename the folder, right-click on it and choose "Rename". You can then type a new name, such as "Prices" and press the Enter key on your keyboard to confirm. Now, with your new folder highlighted in the popup window, click the OK button. The price list PDFs are now saved to the folder you just created on your Desktop.